GSA Office of the Chief Financial Officer

FEDPAY System for Government Vendors

Users Guide

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Document Change Log

Change Number	Date Change Entered	Person Posting Change	Reason for Change	Page #s of Change	Plan Distribution
1	09/21/2007	Sat Ganesan	Updated content to be consistent with application system software upgrade to v10g	All	Published Electronically
2	08/20/2008	Sat Ganesan	Removed image display and aligned content to be centered	1	Published Electronically
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4	09/16/2011	Sat Ganesan	Removed 'About FEDPAY for Vendors' topic and updated warning banner	3 and 4	Published Electronically

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General System Information   ⬆

1. WARNING: This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

2. The System will be available from Monday to Friday excluding Government Holidays from 6:00 AM to 5:55 PM central time with exception to the first business day of each month where it will be available from 12:00 PM to 5:55 PM central time.

3. Due to audit and security reasons, the following policy is enforced:
   - 3 consecutive failed login attempts in total regardless of time period will result in userid being locked
   - Password change will be required upon successful login to the system with initial or reset password. Password specified during change must comply with standards stated on the password change form
   - Simultaneous Session Per User Limit = 2
   - Session Idle Time Limit = 30 minutes
   - Password Life Time = 90 days
   - Userid found idle for 3 consecutive months will be automatically locked
   - Userid found idle for 12 consecutive months will be automatically dropped

4. It is the company and/or user responsibility to have their userid(s) and password safe and secure. We request that you notify us when your user(s) no longer need access to the System so we can drop such userid(s) and keep the user profile current.

5. Data security is enforced and in that the authorized user can query and/or invoice only for his or her company purchase orders.

6. Mouse tip is made available for all items and buttons displayed on all the forms in the System and hence simply point your mouse on a desired item or button to get a precise tip stating its function. A hint will also be displayed at form status bar at bottom when the cursor is highlighted on item or button in the form.

7. The System supports key equivalent for selections and actions online i.e. you can select main or sub menu item or initiate button action by pressing Alt key + underlined letter. For example, you can press Alt key + F to select 'Profile' menu (or) press Alt key + I to select 'Invoice Input' menu; you can press Alt key + C to clear form (or) Alt key + X to exit form. Of course, you can use your mouse to select and/or click.

8. In order to exit each individual form smoothly within the System when done, please click on 'Exit Form' button. Please do not use the x button at the top right corner of the window to exit as it causes ungraceful session termination.

9. In order to exit the System itself smoothly when done, please click 'Log Out' menu item. Please do not use the x button at the top right corner of the window to exit as it causes ungraceful session termination.

10. Our contact information can be found by clicking on 'Contact Us' link at the home page to contact us as needed.

How Do I Logon to System? ⬆

Description: Logon to System.

Steps to be taken

1. Open a browser like Internet Explorer
2. Go to FEDPAY for Government Vendors home page
3. Click 'Log In' link to arrive at logon form
4. Upon arrival at logon form, enter your userid and hit tab key
5. Enter your password
6. Click 'Connect' button to connect to the system
7. Upon successful logon to the system, you will see the main form with main menu attached at the top horizontally where you can select desired menu and/or sub menu item to perform action accordingly.

How Do I Change My Password? ⬆

Description: Change my password.

Steps to be taken

1. Select 'Profile' from the Main Menu
2. Select 'Change My Password'
3. Review Password Standards stated on the form.
4. Enter your old password i.e. password that you used to enter the system and hit tab key
5. Enter your new password complying fully with the stated standards and hit tab key
6. Re-enter your new password to confirm
7. Click 'Change' button to change your password
8. Upon successful change of your password, logon to the system with your userid and new password.

How Do I View My Password Expiration Info?   ⬆

Description: View my password expiration information.

Steps to be taken

1. Select 'Profile' from the Main Menu
2. Select 'My Password Expiration Info'

How Do I Update My Registration Info?   ⬆

Description: Update my registration information.

Steps to be taken

1. Select 'Profile' from the Main Menu
2. Select 'Update My Registration Info'
3. Upon selection, the system will automatically retrieve and display information on your registration record. Review displayed information and verify its accuracy. Note that you can only update contact information on your registration as needed. If you have a situation to update any other information besides contact information on your registration record such as your name or company name, then you need to contact us with request to drop your existing userid and re-register with your current information by clicking on 'Register' link at the home page to receive new userid to regain access.
4. Update your address line 1 if needed and/or hit tab key
5. Update your address line 2 if needed and/or hit tab key
6. Update your city if needed and/or hit tab key
7. Update your state if needed and/or hit tab key
8. Update your zip code if needed and/or hit tab key
9. Update your phone# if needed and/or hit tab key
10. Update your fax# if needed and/or hit tab key
11. Update your email address if needed. Particular attention should be made to the email address since it is used as a primary communication mode.
12. Click 'Save Form' button to save update(s) made. Note: If system identifies during save that you have updated your email address and you have elected to receive notification of your company's payments via email when submitting your registration, then an alert box will be displayed prompting you with a question 'Do you wish to continue receiving notification of your company's payments via email to the updated email address?'; indicate your response to the above question by clicking YES or NO button to proceed with save.

How Do I Key In Express Invoices? ⬆

Description: Express invoicing is the quick and convenient method to create an Internet invoice. Through minimal input of only three items namely purchase order (PO) number, invoice number, and date shipped, an Internet invoice can be created. Select this option only if you are invoicing for quantity and unit cost price in full i.e. if you want to fully invoice for what is left on the purchase order.

Steps to be taken

1. Select 'Invoice Input' from the Main Menu
2. Select 'Express Invoicing'
3. Enter PO# and hit tab key
4. Enter Invoice# and hit tab key
5. Enter Date Shipped in MMDDYY format and hit tab key
6. Click 'Process Invoice' button if there is open quantity to process the invoice after verifying the data displayed on the form

How Do I Key In Regular Invoices?   ⬆

Description: Regular Invoicing allows you to create an Internet invoice in cases where you are invoicing for quantity and unit cost price less than or equal to what is in the purchase order and/or where you need to include non merchandise charges such as transportation, inside delivery, etc.

Steps to be taken

1. Select 'Invoice Input' from the Main Menu
2. Select 'Regular Invoicing'
3. Enter PO# and hit tab key
4. Enter Invoice# and hit tab key
5. Enter Date Shipped in MMDDYY format and hit tab key
6. If there are discount terms you wish to offer that are different from the PO, enter the percentage in the next two boxes as X.XX and the days. If there are no discount terms, hit tab key three times.
7. If there are net days you wish to enter that are different from the PO, enter them in the NET box and/or hit tab key.
8. At this point, the cursor will be in the first column of the first line, SEL. It is in the SEL column where you "SELect" the line item(s) you wish to invoice for by entering XX.
9. The next column, INV QTY / OPEN QTY, will display the invoice quantity which you may change to the quantity you are invoicing for, but it cannot be greater than the open quantity. You may invoice for equal to or less than PO open quantity. You do not have access to change the OPEN QTY.
10. The next column, INV UCP / PO UCP, will display the invoice UCP (Unit Cost Price) which you may change to the UCP you are invoicing for, but it cannot be greater than the PO UCP. You may invoice for equal to or less than the PO UCP. You do not have access to change the PO UCP.
11. If you need to include non merchandise charges on your invoice (i.e. transportation, inside delivery, etc.) you should hit tab key or point and click to the first empty line after the merchandise line items. The cursor should be in the SEL column. You may now enter or select appropriate 2 digit non merchandise code from the list by clicking 'Select Non Merchandise Code' button.
12. Enter amount for specified non merchandise code. Note that you must key in the decimal point if the amount is not even and only two decimal positions are allowed. If you enter or select non merchandise code 02, then you will need to enter a description of the charge in CODE 02 DESCRIPTION box and hit tab key to enter amount for specified code. You may enter as many non merchandise charges as required. However, upon processing your invoice, FEDPAY will only pay those non merchandise charges that are authorized by the purchase order.
13. When you have selected all the lines you wish to invoice for and entered any non merchandise charges, you may then click 'Process Invoice' button to process invoice.

How Do I Key In Money Only Invoices?   ⬆

Description: Money Only Invoicing allows you to create an Internet invoice in cases where you are invoicing for amount less than or equal to what is in the purchase order and/or where you need to include non merchandise charges such as transportation, inside delivery, etc. Select this option only if you are NOT invoicing for quantity and unit cost price.

Steps to be taken

1. Select 'Invoice Input' from the Main Menu
2. Select 'Money Only Invoicing'
3. Enter PO# and hit tab key
4. Enter Invoice# and hit tab key
5. Enter Date Shipped in MMDDYY format and hit tab key
6. If there are discount terms you wish to offer that are different from the PO, enter the percentage in the next two boxes as X.XX and the days. If there are no discount terms, hit tab key three times.
7. If there are net days you wish to enter that are different from the PO, enter them in the NET box and/or hit tab key.
8. At this point, the cursor will be in the first column of the first line, SEL. It is in the SEL column where you "SELect" the line item(s) you wish to invoice for by entering XX.
9. The next column, INV AMT / OPEN AMT, will display the invoice amount which you may change to the amount you are invoicing for, but it cannot be greater than the open amount. You may invoice for equal to or less than the open amount. You do not have access to change the OPEN AMT. Please limit to two decimal places if the entered amount contains a fraction like 10.25, 100.40, etc.
10. If you need to include non merchandise charges on your invoice (i.e. transportation, inside delivery, etc.) you should hit tab key or point and click to the first empty line after the merchandise line items. The cursor should be in the SEL column. You may now enter or select appropriate 2 digit non merchandise code from the list by clicking 'Select Non Merchandise Code' button.
11. Enter amount for specified non merchandise code. Note that you must key in the decimal point if the amount is not even and only two decimal positions are allowed. If you enter or select non merchandise code 02, then you will need to also enter a description of the charge in CODE 02 DESCRIPTION box. You may enter as many non merchandise charges as required. However, upon processing your invoice, FEDPAY will only pay those non merchandise charges that are authorized by the purchase order.
12. When you have selected all the lines you wish to invoice for and entered any non merchandise charges, you may then click 'Process Invoice' button to process invoice.

How Do I Delete Invoices?   ⬆

Description: Invoices keyed may be deleted when appropriate from the system. To delete an invoice from the system it must have been entered into the system on the same day as the delete is being attempted.

Steps to be taken

1. Select 'Invoice Input' from the Main Menu
2. Select 'Express Invoicing' or 'Regular Invoicing' if the invoice to be deleted is against regular PO (or) select 'Money Only Invoicing' if the invoice to be deleted is against money only PO
3. Enter PO# and hit tab key
4. Enter Invoice# and hit tab key
5. Click YES button on the prompting alert box display to delete invoice

How Do I Search Invoices Keyed Today?   ⬆

Description: Search invoices keyed today by PO# or Invoice# or both.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'Invoice'
3. Select 'Keyed Today'
4. Enter PO# and/or hit tab key
5. Enter Invoice#
6. Click 'Search' button to start search

Note: Effective July 1, 2009, invoices input on the first business day of each month will not be processed by the FEDPAY daily cycle until close of the second business day of each month.

How Do I Search Invoices Processed Previously?   ⬆

Description: Search invoices processed previously by PO# or Invoice# or both.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'Invoice'
3. Select 'Processed Previously'
4. Enter PO# and/or hit tab key
5. Enter Invoice#
6. Click 'Search' button to start search

How Do I Find List of Invoices Keyed Today?　　　　　　　　　　　　　　⬆

Description: Retrieve list of invoices keyed today.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'List of Invoices'
3. Select 'Keyed Today'

Note: Effective July 1, 2009, invoices input on the first business day of each month will not be processed by the FEDPAY daily cycle until close of the second business day of each month.

How Do I Find List of Invoices Processed Previously? ⬆

Description: Retrieve list of invoices processed previously by date or month and year.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'List of Invoices'
3. Select 'Processed Previously'
4. Select Day of the invoice date or leave it as % for all and/or hit tab key.
5. Select Month of the invoice date and hit tab key
6. Enter Year of the invoice date in YYYY format
7. Click 'Search' button to start search

How Do I Search Purchase Orders?　　　　　　　　　　　　　　⬆

Description: Search purchase orders that provides purchase order summary information, line item specific information, and invoice activity for each line item.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'Purchase Order'
3. Enter Purchase Order Number
4. Click 'Search' button to start search
5. After search result is displayed on the form, click on desired line item to see its corresponding invoice activity; click 'Back' button to close activity box.

How Do I Find List of Open POs?   ⬆

Description: Retrieve list of open purchase orders.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'List of Open POs'
3. Select 'Non Money Only' or 'Money Only'

How Do I Search PO# (By Requisition#/Stock#)?   ⬆

Description: Retrieve PO# exactly as stored in the system by Req# or Stock#.

Steps to be taken

1. Select 'Search' from the Main Menu
2. Select 'PO# (By Req#/Stock#)'
3. Enter full Req# and/or hit tab key
4. Enter at least 4 positions of Stock#
5. Click 'Search' button to start search

List of U.S. Government Holidays ⬆

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January 01	New Year's Day
3rd Monday in January	Martin Luther King Jr. Day
3rd Monday in February	Presidents Day
Last Monday in May	Memorial Day
July 04	Independence Day
1st Monday in September	Labor Day
2nd Monday in October	Columbus Day
November 11	Veterans Day
4th Thursday in November	Thanksgiving Day
December 25	Christmas Day

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Note:

If the actual holiday falls on a Saturday, it will be observed on Friday of that week.

If the actual holiday falls on a Sunday, it will be observed on Monday of that week.